

PLACER COUNTY CIVIL SERVICE COMMISSION MEETING
September 14, 1998

OPEN SESSION

- I. ROLL CALL: Meeting was held at Granilbakken, Tahoe City with all Commissioner's present. Chairman Stockwin presiding.

CLOSED SESSION

OPEN SESSION - 6:30 P.M.

- I. CLOSED SESSION REPORT: Chairman Stockwin announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by Costigan and seconded by Besana that the merit increases be approved as recommended by the departments. Two were denied and one was changed from very satisfactory to Outstanding. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by LeDoux and seconded by Costigan to approve the agenda.
- III. MINUTES OF PREVIOUS MEETING: Moved by LeDoux and seconded by Besana, that the minutes of July 13, 1998 be approved. Motion carried unanimously.
- IV. PUBLIC COMMENT - Chairman Stockwin announced that Nancy Nittler had been appointed Assistant Personnel Director.
- V. OLD BUSINESS
- A. Retroactive Non-Competitive Promotions
1. Sheriff's Department.
- It was moved by LeDoux and seconded by Costigan to approve the retroactive non-competitive promotion of six employees in the Sheriff's Department. Motion carried unanimously.
- VI. NEW BUSINESS:
- A. Reclassification Request
1. District Attorney
- A. Administrative Clerk - Entry/Journey to Legal Secretary I/II.
- It was moved by Besana and seconded by Webber to approve the reclassification of one Administrative Clerk - Entry/Journey, range 30.0 to Legal Secretary I/II, range 32.5. Motion carried unanimously.

2. Assessor
 - a. Restructure of Cadastral Technician Series.

It was moved by LeDoux and seconded by Costigan to approve the revisions to the classification specification of Cadastral Technician I/II, the new classification specification of Senior Cadastral Technician, and the revisions to the classification of Cadastral and Property Transfer Supervisor. Motion carried unanimously.

B. New Classification Specification

1. District Attorney

- a. Investigative Assistant

It was moved by Costigan and seconded by Besana to approve the establishment of the new classification of Investigative Assistant. Motion carried unanimously.

- b. Family Support Manager

It was moved by Besana and seconded by LeDoux to approve establishing a new classification of Family Support Manager, range 49.5 and place it in the Unclassified Service. Motion carried unanimously.

C. Revised Classification Specifications/Title Change

1. Health & Human Services

It was moved by LeDoux and seconded by Webber to approve the revision to the Client Services Program Supervisor, Sr. Client Services Practitioner and change the GAIN Program Supervisor title to Client Services Section Supervisor and revise the class specification. Motion carried unanimously.

D. Scheduling of October Meeting

It was moved by LeDoux and seconded by Costigan to move the October meeting to 10/19/98. Motion carried unanimously.

E. Work Out Of Class Extensions

It was moved by Costigan and seconded by Besana to approve the Work Out Of Class Extensions as presented in staff memo.

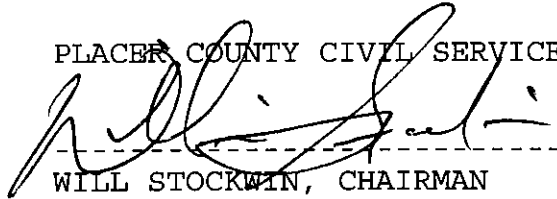
VII. LEAVES OF ABSENCE - As an information item only, the Commission was advised of the Leaves approved by the Personnel Director.

VIII. COMMUNICATIONS

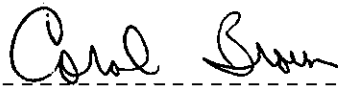
- A. Provisional Appointments - None
- B. Staff Reports and Correspondence

IX. ADJOURNMENT - There being nothing further to come before the Commission, the meeting was adjourned. The next regular meeting will be held at 6:30 PM, on Monday, October 19, 1998 in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, Ca 95603

PLACER COUNTY CIVIL SERVICE COMMISSION



WILL STOCKWIN, CHAIRMAN



CAROL BRAUN,
EXECUTIVE SECRETARY